



Office of the City Manager

April 28, 2021

To: Honorable Mayor and Members of the City Council

From: *Dee* Dee Williams-Ridley, City Manager

Re: FY 2022 Proposed Budget Calendar Update

On March 11, 2021, City staff made a presentation on the FY 2022 Budget Update to the Budget and Finance Policy Committee.¹ Included in the presentation was the FY 2022 Budget Calendar and a calendar for Budget and Finance Policy Committee meetings. The FY 2022 Budget Calendar that was presented had the FY 2022 Proposed Budget being presented to the City Council on May 11, 2021, along with Department presentations scheduled throughout April 2021.

Since the last Budget and Finance Policy Committee meeting, staff has been working on the FY 2022 budget and gathering information to develop a plan for the use of federal resources that will be coming to the City through the American Rescue Plan. At the same time, staff is working to get the most updated information that will inform FY 2022 revenue estimates that will go into the FY 2022 Proposed Budget.

In doing this work, staff has realized there is a need to revise the Proposed Budget Calendar and revise the timeline to present the FY 2022 Proposed Budget to the City Council from May 11, 2021, to May 25, 2021.

The rationale for this change in the schedule is as follows:

- Staff will have more time to evaluate yet-to-be issued guidance from the Treasury Department on the federal resources being made available to the City of Berkeley through the American Rescue Plan. Having time to review these guidelines is critical to inform how the City can collect and deploy these funds.
- The Finance Director is in the process of developing revised FY 2021 and FY 2022 revenue estimates that are based on actual revenues collected by the City through March 2021, the first nine months of Fiscal Year 2021. The

¹ <https://www.cityofberkeley.info/uploadedFiles/Clerk/3-11-21%20Budget%20%20Finance%20Agenda%20Items%2023%20Presentations.pdf>

additional time that is being recommended to develop the FY 2022 budget will ensure that the budget presented to City Council reflects the most accurate and up-to-date information.

With the change in the schedule, the revised FY 2022 Budget Calendar will look as follows:

FY 2022 Budget Calendar	
Date	Action/Topic
April 27, 2021	<ul style="list-style-type: none">Public Hearing on CDBG & ESG Annual Action Plan and proposed funding allocations to community agencies
May 11, 2021	<ul style="list-style-type: none">FY 2021 Annual Appropriations Ordinance Amendment #2
May 25, 2021	<ul style="list-style-type: none">FY 2022 Proposed Budget PresentationPublic Hearing #1: BudgetFY 2022 Proposed Fee Increases
June 1, 2021	<ul style="list-style-type: none">Public Hearing #2: BudgetLast date for formal budget referrals to the FY 2022 Budget ProcessCouncil recommendations on budget due to the City Manager
June 15, 2021	<ul style="list-style-type: none">Council discussion on budget recommendations
June 29, 2021	<ul style="list-style-type: none">Adopt FY 2022 Proposed Budget & FY 2022 Annual Appropriations Ordinance

In the schedule above, staff is requesting that formal budget referrals to the FY 2022 Budget Process be submitted by the June 1, 2021, Council meeting. This will provide staff with an opportunity to provide a final list for the meeting on June 15, 2021, that can be incorporated into any Council action made as part of the FY 2022 Budget Adoption on June 29, 2021.

The changes to the FY 2022 Budget Calendar will provide staff with the opportunity to bring a well-developed FY 2022 Proposed Budget to the City Council on May 25, 2021, and provide the Budget and Finance Policy Committee with the ability to receive

presentations from all City Departments prior to finalizing and releasing the Proposed FY 2022 Budget. Most importantly, by having a better understanding of the American Rescue Plan and more accurate revenue estimates, staff will be in a better position to determine the extent to which the City will need to rely on deferrals and vacancies for the FY 2022 Proposed Budget.

cc: Paul Buddenhagen, Deputy City Manager
David White, Deputy City Manager
Jenny Wong, City Auditor
Mark Numainville, City Clerk
Matthai Chakko, Assistant to the City Manager
Henry Oyekanmi, Director of Finance
Rama Murty, Acting Budget Manager